

Spec. Code: 1127
Occ. Area: 03
Work Area: 356
Prom. Line: none
Prob. Period: 12 mo.
Effective Date: 07/30/99

DIRECTOR OF PURCHASES

Function of Job

Under administrative review from a designated administrator, to be responsible for a campus-wide purchasing operation.

Characteristic Duties and Responsibilities

1. directs all purchasing functions of a campus, which may include the operations of general storerooms and/or surplus property operations
2. establishes and maintains policies, rules and operational procedures that will result in high standards and efficient operation
3. supervises the operations of general storerooms
4. investigates sources of supply
5. interviews salespersons
6. prepares specifications and secures quotations
7. approves orders and requisitions
8. discusses proposed purchases with administrative and academic officers and staff
9. recommends and makes purchases in accordance with broad policies
10. issues and signs purchases orders
11. handles correspondence
12. approves invoice vouchers
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree
2. five years of purchasing experience, three years of which were in a supervisory capacity

NOTE: Possession of a Certified Purchasing Manager (CPM) certificate from the National Association of Purchasing Management (NAPM) or a Certified Professional Public Buyer (CPPB) certificate or a Certified Public Purchasing Officer (CPPO) certificate from the Universal Public Purchasing Certification Council (UPPCC) may be substituted for the two years of non-supervisory professional experience required in #2 above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of business and purchasing procedures
2. thorough knowledge of commodity sources, values, and market trends
3. administrative ability
4. supervisory ability

Director of Purchases..... Revised
